

Full-Time Position
Community Health Educator
Juneau County Health Department

Position is available immediately with a team of professionals working in a very rewarding office. This position will provide support to multiple counties to ensure a comprehensive range of individual and community based projects are designed to promote the WI Tobacco Prevention and Control Program initiatives. Candidate must have a minimum of a Bachelor's Degree in Health Education or related field. Further job requirements, description and applications are available at www.co.juneau.wi.gov or at:

Juneau County Health Department
220 E. State Street, Room 104
Mauston, WI 53948
608 847-9373

Application deadline: February 7, 2012 at 4:30 p.m. Potential candidates will be interviewed on February 16, 2012. The Juneau County Board of Health has the right to accept and reject any and all applications. An Equal Opportunity Employer.

POSITION DESCRIPTION

JOB TITLE: Community Health Educator **INCUMBENT:** _____

DEPARTMENT: Juneau County Health Department

DIRECT REPORT TO: Health Officer, Juneau County Health Department **GRADE:** 17

SALARY RANGE: \$20.7543 - \$26.4435 **FT.** X **PT.** _____

UNION: X **NON-UNION:** ____ **NON-EXEMPT:** ____ **EXEMPT:** _____

A. ESSENTIAL RESPONSIBILITIES AND GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

This community health educator position will assume a role of a multi-jurisdictional coalition (MJC) coordinator and be responsible for providing specialized support to multiple counties to ensure a comprehensive range of individual and community based projects are designed to promote the Wisconsin Tobacco Prevention and Control Program (TPCP) initiatives. The work involves being responsible for the development, management, coordination, implementation, monitoring and evaluation of strategies and activities for the local coalition within the MJC. To effectively guide the strategies and activities within the multi-jurisdictional area, the MJC coordinator will effectively communicate and collaborate with all

members of the MJC staff, coalition, as well as regional and state partners. Examples of essential responsibilities include:

- Supports, adheres to and actively participates in tobacco prevention and control best practice strategies and activities
- Provides leadership in the planning, implementation, management and evaluation of the MJC's multi-year action plan
- Plans and implements coalition development and infrastructure maintenance, including recruitment, orientation and engagement of members
- Provides staff support for governance, leadership and meeting facilitation
- Implements routine internal and external communication and recognition efforts to promote the coalition and tobacco control in the MJC area
- Plans, implements and evaluates education and training activities for coalition and community members to increase skills in evidence-based strategies for tobacco prevention and control policies
- Supports education of local and statewide policy makers to increase knowledge regarding tobacco prevention and control priorities
- Mobilizes and engages youth, adults and organizations in high impact strategies and activities focused on local and statewide policy priorities
- Utilizes strategies and activities to gain earned media in support of MJC goals
- Works in collaboration with all TPCP local, regional and statewide partners on local and statewide initiatives
- Actively participates in all required TPCP activities, meetings and trainings
- Evaluates and reports all MJC strategies, activities and outcomes utilizing TPCP required formats

B. QUALIFICATIONS/EDUCATION/SKILLS/EXPERIENCE

A candidate will qualify for this professional position with:

- A Bachelors Degree in Health Education or a closely related area
- Knowledge of the role, functions, and practices of a local health department are desirable.
- A valid driver's license and ability to drive and transport equipment to various sites.

A well-qualified candidate will possess training and experience in the following key areas.

- Tobacco prevention and control best practice
- Local and statewide policy development
- Community health education and population-based approaches
- Community organizing and advocacy strategies
- Community development and coalition building strategies, principles and practices
- Communication and media advocacy strategies and activities
- Program monitoring and evaluation

C. ENVIRONMENTAL WORKING CONDITIONS AND PHYSICAL DEMANDS OF THE POSITION

- Ability to talk, hear, see, stand, stoop, kneel, crouch and manage stairs.
- Some moving of furniture required.
- Ability to work under safe and comfortable conditions with exposure to disease and changing weather conditions.

D. EQUIPMENT USED

- Computer, fax machine, telephone, photocopier, calculator.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.